



New Jersey Department of Children and Families Policy Manual

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Worker Contact with the Child's Parent 5-10-2010

The Worker maintains contact with the parent in order to keep the parent involved with the child and to accomplish the permanent plan. The first visit by the Worker with the parent occurs within five working days of the date of initial placement. The first visit may be in conjunction with the development of the visitation plan which must be developed through negotiation and agreement with the parent and other parties within five working days of the date of initial placement. See [CP&P-IV-A-5-100](#). Complete CP&P Form [26-83](#), Visitation Plan.

Frequent, personal Worker-parent contact is directed toward:

- determining the permanent plan and developing a case plan with the parent. See [CP&P-III-B-1-100](#) and [CP&P-III-B-2-100](#);
- monitoring progress toward the permanent plan and modifying the case plan, when appropriate;
- updating “the . . . parents. . . on the progress toward achieving the case goal,” (N.J.A.C. 10:122D-2.4(a)4)
- “providing advocacy and support services to all parties, within program and fiscal parameters,” (N.J.A.C. 10:122D-2.4(a)2)
- encouraging partnership with the resource family parents, as appropriate;
- developing and updating a written visitation plan for contacts between the parent and the child, as outlined in [CP&P-IV-A-5-100](#), CP&P Form [26-83](#);

- facilitating visits in accordance with the case plan between the child, parent, siblings and other interested relatives;
- keeping the parent informed of the child's progress in the resource family home, school, community, and any change in placement;
- “sharing health care information concerning the child with the child's parents and the resource family parents;” (N.J.A.C. 10:122D-2.5(h)) and
- “informing the parent of the child's school progress and of the parent's right and responsibility to be involved in the child's education.” (N.J.A.C. 10:122D-2.6(f)4)

While the child is in placement, the Worker involves the parent in all decisions having a significant impact on the child, as well as more routine matters. The Worker also encourages the parent to take an active role concerning court proceedings involving the child.

If the child moves from one placement to another, the Worker notifies the parent in writing and in person, when possible. See [CP&P-IV-A-3-200](#). Document all contacts with the child's parent, including telephone contacts, in the electronic case record in NJS.

A parent in an institution must be kept informed of his or her child's progress in resource family care, school, and the community. The parent maintains the right to be involved in planning for his or her child and is assisted to do so. CP&P is responsible for working with institutional staff in terms of supporting the case plan and assisting the parent in appropriate planning for the child. The Worker contacts the child's parent or obtains reports through the social service department of the particular facility or through the Bureau of Parole, when appropriate.

CP&P requires that visits between the child and an institutionalized parent be arranged when it is consistent with the permanent plan and when the child, based on age and emotional ability, can accept visits in the institutional setting. The decision regarding such visits is based on an assessment of the least detrimental alternative for the child. See [CP&P-IV-A-5-100](#). The parent and the child are encouraged to supplement these visits by letters, on-line communication, and scheduled telephone or cell phone contacts.

See [CP&P-III-C-3-100](#) , Visitation with Children in Placement, their Parents, and their Placement Providers.

Procedures Related to Worker Contact with the Child's Parent 5-10-2010

The assigned Worker proceeds as follows:

1. See the parent within five working days following the child's placement and as required by the in-person visit schedule. See [CP&P-III-C-3-100](#), In-Person Visits with Clients and Out-of-Home Placement Providers (MVRs).
2. Negotiate and renegotiate, as necessary, the visitation plan with the parent and other interested parties, as outlined in [CP&P-IV-A-5-100](#). Complete CP&P Form [26-83](#), Visitation Plan.
3. Encourage the parent's involvement throughout the placement process and the period of supervision, using the partnership model/hold Family Team Meetings, when appropriate.
4. Ensure the parent's continued understanding of resource family care and of his or her parental rights and responsibilities.
5. In conjunction with the parents, whenever possible, determine the permanent plan and monitor progress toward achieving it, utilizing the Case Plan.
6. Update the parents on the progress toward achieving the case goal.
7. Identify, provide, and coordinate needed services, including those services designated to facilitate and maximize contacts between the child, siblings, and parent.
8. Keep the parent informed of the child's progress in the resource family home, school, and community and of any change in placement.
9. Share health care and mental/behavioral health information concerning the child with the child's parents and the resource family parents.
10. Inform the parent of the child's school progress and of the parent's right and responsibility to be involved in the child's education.
11. Involve the parent in all significant decisions regarding the child and, when appropriate, encourage the parent's participation in routine affairs.
12. Document all contacts with the child's parent in the electronic case record/NJS.
13. Maintain contact with an institutionalized parent in cooperation with institutional staff.